

How to invite players to join your team

1. Once you register your team log into your account (Coaches Portal) on burbankparks.com.

The screenshot shows the homepage of burbankparks.com. At the top left, there are navigation links for 'Catalog', 'Account', and 'Connect'. The 'Account' link is circled in red, and a red arrow points to it. At the top right, there are links for 'Internal', 'Policies', 'Help', and 'Log Out'. Below the navigation, there is a 'Cart Empty' indicator. The main content area features a grid of category buttons with counts: 'Welcome!' (132), 'Recreation Guide' (0), 'Adult Sports' (7), 'Afterschool Daze' (4), and 'Aquatics' (146). Below this, there are more categories: 'Camps' (130), 'Facility Rentals' (65), 'Parent & Child Classes' (12), 'PASS Program' (0), and 'Preschool Classes' (25). Further down, there are 'Special Events' (2), 'Stough Canyon Nature...' (11), 'Teen/Adult Classes' (109), 'Valley Skate Park' (5), and 'Youth Classes' (69). At the bottom, there are 'Youth Sports' (83) and 'Sports POS' (1). A yellow banner in the center reads: 'Welcome to the NEW www.burbankparks.com online registration platform. Please create a new user name to continue. User names from the previous system (eTrak) are no longer valid. Thank you. See Instructions on how to set up your account (link).' Below the banner, a grey box states: 'Burbank Resident Registration: March 2, 2021 at 9:00 am | Open Registration March 9th at 9:00 am'.

2. Click on Account to access MY DASHBOARD, then click on the team name you want to invite the players to join.

The screenshot shows the 'MY DASHBOARD' page. At the top left, there are navigation links for 'Catalog', 'Account', and 'Connect'. The 'Account' link is circled in red. At the top right, there are links for 'Internal', 'Policies', 'Help', and 'Log Out'. Below the navigation, the page is titled 'MY DASHBOARD'. On the left, there is a section for 'ACCOUNT MEMBERS' with five entries, each showing a profile picture, name, and address. The first four entries have their names redacted. The fifth entry is 'Freedom M' with address 'P.O. Box 6459 Burbank, CA 91510'. On the right, there is a 'Browse/Register Now!' button and a list of account management options: 'Account Statements', 'Transaction History', 'Manage Memberships', 'Manage Payment Accounts', 'Linked Accounts', 'Waiting List Status', 'Check-In History', 'Contact Preferences', and 'Event Calendar'. In the center, there is a table titled 'SENIOR SOFTBALL SUNDAY SUMMER 2021 STANDINGS'. The table has columns for '#', 'Team', 'GP', 'W', 'L', 'Ties', and '%'. The teams listed are: 1. Burbank White Sox, 2. Silver Plus, 3. Grays, 4. Mean Machine, 5. Panthers, and 6. Mighty Sluggers. The 'Mighty Sluggers' team is circled in red.

#	Team	GP	W	L	Ties	%
1	Burbank White Sox	0	0	0	0	0.0%
2	Silver Plus	0	0	0	0	0.0%
3	Grays	0	0	0	0	0.0%
4	Mean Machine	0	0	0	0	0.0%
5	Panthers	0	0	0	0	0.0%
6	Mighty Sluggers	0	0	0	0	0.0%

3. You will be redirected to the Coach's Portal. Click on "Invite".

 **City of Burbank Parks & Recreation**
Senior Softball SUNDAY Summer 2021

Mighty Sluggers 
RECORD: 0-0-0

Previous Game Upcoming Games

No game scheduled No game scheduled No game scheduled No game scheduled

Standings

#	Team	GP	W	L	Ties	%
1	Burbank White Sox	0	0	0	0	0.0%
2	Silver Plus	0	0	0	0	0.0%
3	Grays	0	0	0	0	0.0%
4	Mean Machine	0	0	0	0	0.0%
5	Panthers	0	0	0	0	0.0%
6	Mighty Sluggers	0	0	0	0	0.0%

Roster **+ Invite** Contact

No roster available

4. Enter the required* information of the player that you want to invite to join your team.

Roster **+ Invite** Print Contact

First Name*

Last Name*

Email*

Player Number

Note

5. Once you enter the players' information the player/guardian will receive an email invite to confirm their spot on the team.

freedom,

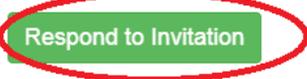
You have been invited by Freedom McCullough to confirm your spot on the team!

Join Mighty Sluggers

Invitation Details:

Player Name freedom m
Team Name Mighty Sluggers
Team Manager Freedom McCullough
Invited By Freedom McCullough
Organization/Department City of Burbank Parks & Recreation
Player Number 1

Please accept/decline this invitation by clicking the button below.



6. To confirm the team invite each player/guardian will need to create an account (or log into an existing account) fill in their information.

Confirm Team Invite

League	Senior Softball SUNDAY Summer 2021				
Team	Mighty Sluggers				
Player	First Name	christine	Last Name	r	
		Create a Account	Log In To Account	Or	Decline Team Invite
Team Manager	Freedom McCullough				
Coached By					
Team Roster	christine r (#1)				



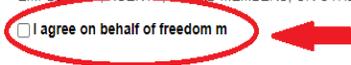
Confirm Team Invite

League	Senior Softball SUNDAY Summer 2021			
Team	Mighty Sluggers			
Player	First Name	<input type="text"/>	Last Name	m
	DOB	<input type="text"/>	Gender	-
Team Manager	Freedom McCullough			
Coached By				
Team Roster	christine r (#1) freedom m (#1)			



7. If presented, click any prompts required for registration then confirm team invite.

EMPLOYEES, AGENTS, BOARD MEMBERS, OR OTHER RELATED ENTITIES.



If you have any questions please reach out to us via email at adultsports@burbankca.gov or call us Mon-Fri 9-6pm at (818) 238-5330.